

***CITY OF LINCOLN
JOB DESCRIPTION***

JOB TITLE: ***BUILDING & SAFETY OFFICER***

DEPARTMENT: ***BUILDING & SAFETY OFFICE***

REPORTS TO: ***CITY ADMINISTRATOR OF THE CITY OF LINCOLN***

BASIC FUNCTION:

The City of Lincoln seeks a motivated individual to lead the Building and Safety Office; to plan, conduct, supervise, and coordinate the activities of a comprehensive building inspection and code enforcement program covering all construction activity within the community; to proactively eliminate community blight and encourage the preservation and safety of existing structures through enforcement of property maintenance, fire prevention, and nuisance ordinances; and to perform such other related responsibilities as may be required.

KEY RESPONSIBILITIES:

- Direct and coordinate the process of accepting, reviewing, and approving applications for building and other permits issued by the Building and Safety Office.
- Inspect structures, grounds, and building and electrical construction, repair, and alteration activities to ensure compliance with approved plans, specifications, codes, ordinances, laws, and regulations.
- Accept, investigate, and appropriately respond to complaints concerning potential building code, public nuisance, zoning law, ordinance, and other violations; respond to public inquiries regarding nuisance abatement and property maintenance and upkeep matters.
- Prepare and issue notices of violation for non-compliance; conduct follow-up procedures including the preparation of additional correspondence, site visits, and communications with those involved in code violation matters.
- Advise contractors, landlords, tenants, property owners, and the public concerning code, ordinance, and regulation compliance measures.
- Accept, review, and authenticate petitions for variances, zoning reclassifications, and special exceptions to code, ordinance, law, and regulation requirements.
- Provide administrative and technical support to the Zoning Board of Appeals, the Plan Commission, the building code board of appeals, and such other City boards and commissions as may be appropriate and required.
- Prepare supporting information and testify at various court proceedings regarding code, ordinance, law, and regulation enforcement matters in cooperation with the City Attorney.

- Develop policies, rules, and procedures for the effective and professional operation of the department, including the establishment of written goals, measurable objectives, and annual priorities.
- Develop and administer department budgets and contracts; evaluate and recommend staffing needs, equipment, materials and supplies; pursue grants for the maintenance and expansion of services provided by the department.
- Manage activities and supervise the work of subordinate personnel; coordinate the scheduling and completion of work; review work for accuracy and completeness; evaluating work performance.
- Confer and coordinate with other agencies and City departments on the handling, investigation, and disposition of cases.
- Recommend revisions and updates to codes, ordinances, and regulations as may be appropriate or required.
- Maintain accurate and complete records of permit applications, complaints, investigations, violations, and citations.
- Attend all City Council meetings; submit monthly reports to the Council summarizing code violations and appropriate action taken; prepare an annual report for the Council and the public that summarizes the activity of the office for the past year in relationship to the established goals, objectives, and priorities.

QUALIFICATIONS:

To perform this job, an individual must be able to perform the essential duties as generally described in this document. They must also possess a strong desire to serve the community and the ability to work cooperatively with others to address community and neighborhood issues. In addition, the successful candidate will be encouraged to reside within the city of Lincoln (and will be prohibited from residing more than 10 miles from the city limits) and cannot hold outside or added employment that conflicts with official duties or with the interests of the office. The candidate must be able to navigate job sites for inspections and will ascend and descend stairs/ladders for accessing areas to be inspected.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and some climbing.

The Building and Safety Officer should have knowledge of:

- Basic codes, ordinances, laws and regulations pertaining to fire and public safety hazards and public nuisances
- Building related codes and ordinances enforceable by the city
- Processes associated with demolition proceedings
- Pertinent Federal, State, and local codes, laws and regulations
- Accepted safety standards and methods of building construction

- Principles and techniques of building inspection work
- Safe and efficient work practices as they relate to code enforcement
- Principles and practices of organization, administration, budgeting, and personnel management

The Building and Safety Officer should have the ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices;
- Perform inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a building inspector;
- Determine that construction systems conform to code, ordinance, law and regulation requirements;
- Read and interpret building plans, specifications, and building codes;
- Advise on standard construction methods and requirements;
- Deal with the public courteously, firmly, tactfully, and professionally under all circumstances;
- Maintain cooperative working relations with builders, contractors, landlords, tenants, and property owners;
- Select, supervise, train, and evaluate assigned staff;
- Highly skilled in communicating clearly, both orally and in writing;
- Publicly promote the role and function of the office in order to obtain public support, foster public awareness, and build valuable relationships to further the causes of property maintenance, community and neighborhood pride, and public safety and welfare;
- Operate standard email, word processing, spreadsheet, presentation, and database software applications, and manage the office's presence on the City's website;
- Analyze department policies and procedures; identify, recommend, and implement improvements;
- Exercise good judgment; and
- Work well under pressure.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying.

Graduation from an accredited college or university with an Associate Degree in planning, public or business administration, building construction, or any closely related field – **OR** – any equivalent combination of education (minimum high school diploma or GED) and work experiences is required.

A Bachelor's degree in planning, public or business administration, building construction, or any closely related field is highly desirable.

Preference may be given to candidates with Certification as a Code Enforcement Administrator or a Code Enforcement Officer by the American Association of Code Enforcement (AAEC).

COMPENSATION:

\$51,000 - \$62,000 DOQ plus a competitive benefits package.

APPLICATIONS:

Those who wish to apply to this position should submit their cover letter, resume, and three work-related references to:

**City of Lincoln
700 Broadway Street
P.O. Box 509
Lincoln, IL 62656
ATTN: Building and Safety Office**

Applications will be accepted through 5PM on Wednesday, November 16, 2016. A job announcement can be found at www.lincoln.il.gov, under the "Services" tab. The City of Lincoln is an equal opportunity employer.